MINITAB EDUCATION HUB

Learner Guide

Education Hub™

## Welcome to the Minitab Education Hub!

This guide walks Learners through all user functionality such as, logging in, navigating learning paths and courses, and earning badges and certificates.

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New User Notification Email

- The Minitab Education Hub's welcome email is automatically sent to all users at the time of creation. Users are directed to click the *Reset Your Password* link where they can enter their username and click Send Link.
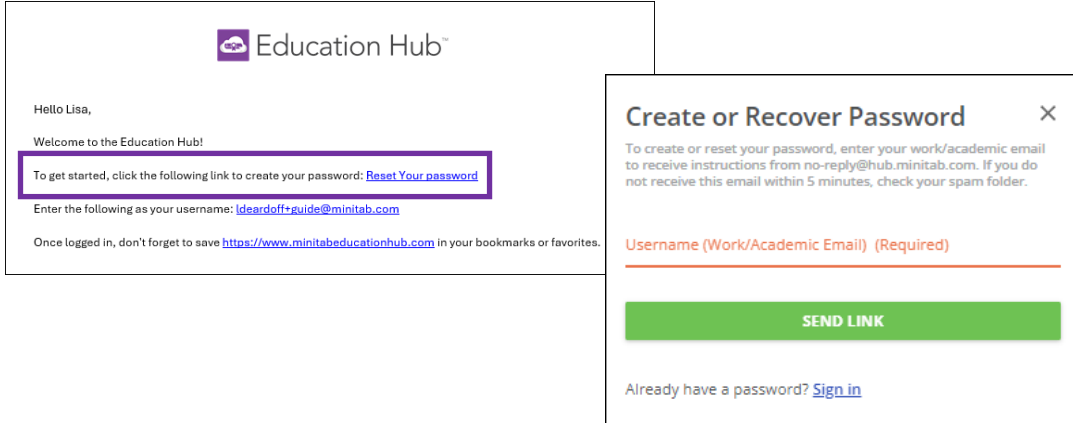

- Users will then receive an email with a link to create their password.

NOTE: If you did not receive this email, you are still able to login following the steps in the Signing In section below. This email is not a requirement for access.

Signing In

The Minitab Education Hub can be accessed at https://www.minitabeducationhub.com/.

- Click **SIGN IN**, located in the top right corner of the homepage.
  - Enter your username (work/academic email address) and password into the login form and press **Sign In**.

  - You may create or reset your password by clicking '**Forgot your password?**'.
    - *NOTE: Single Sign On (SSO) is not available. Your login credentials for the Education Hub are separate from all other Minitab products.*
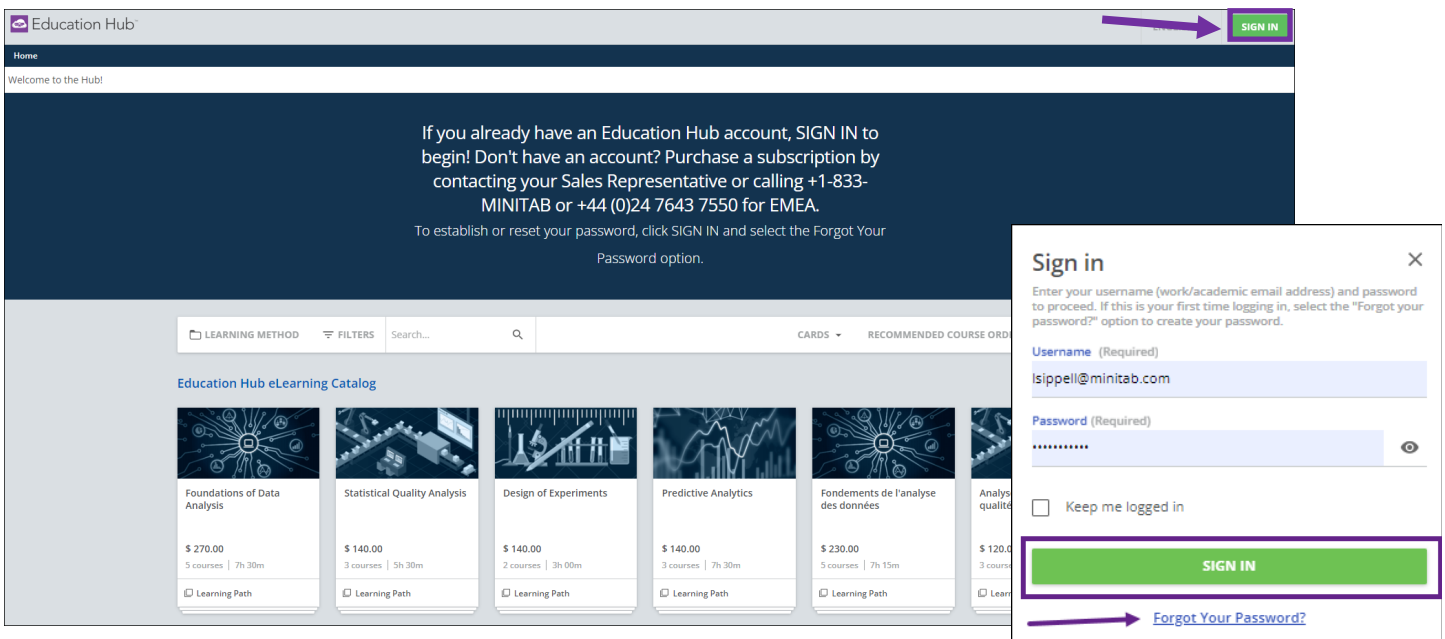
- Upon logging in for the first time, users will be prompted to read and agree to Minitab's [Privacy Policy](#) and [Subscription Agreement](#).

- If not populated by the License Administrator, learners will be prompted to fill in the required fields:
  - First Name, Last Name, and Country

- Once logged in, the **Personal Information** fields can be updated at any time by selecting the **User Menu** in the top left corner of the screen and selecting the [My Profile](#) icon.
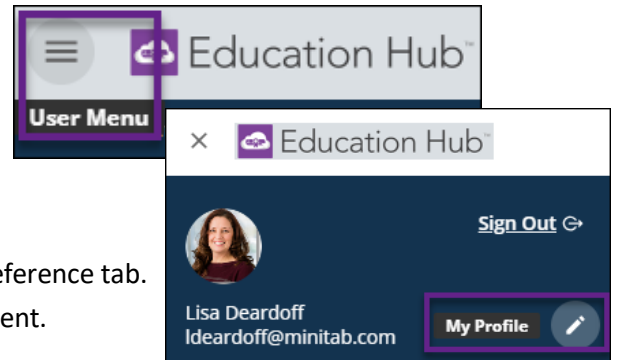

- Under **My Profile**, users can:
  - update personal information.
  - change password.
  - select preferred language and time zone under the preference tab.
  - review the Privacy Policy and the Subscription Agreement.

- After saving changes, press the Education Hub logo to be taken back to the Learner Homepage.
  - The navigation path can also be used to quickly jump to another area at any time.
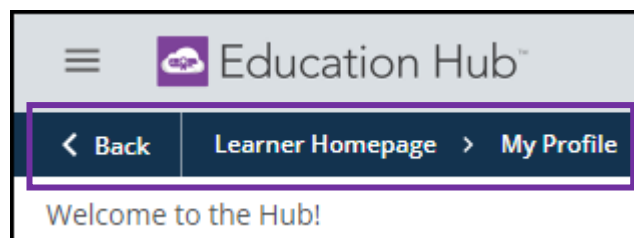

- My Profile can also be accessed via the link on Learner Homepage.
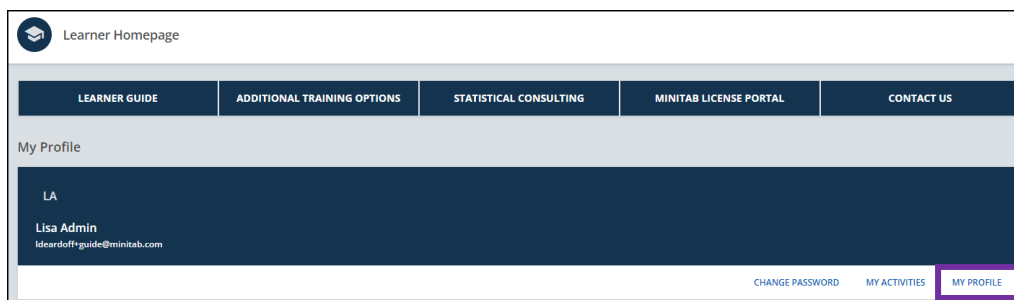
Learners will *not* have access to the e-learning content until a license has been assigned and they have been enrolled in Learning Paths by a License Administrator.

- The Learner Homepage will display as shown below until these two steps are completed. If you do not see Learning Paths, contact your License Admin.
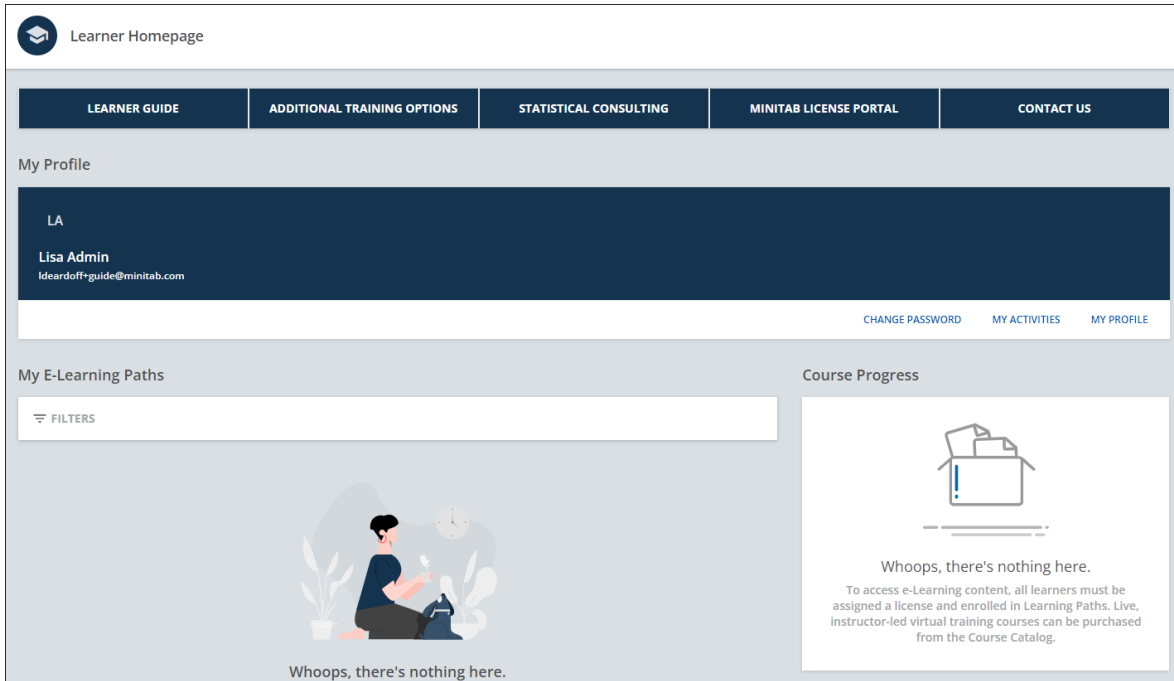
Navigating Learning Paths and Courses

A Learning Path is a series of related courses designed to target a specific topic or area of interest. On the homepage, learners see only the Learning Paths in which they have been enrolled.
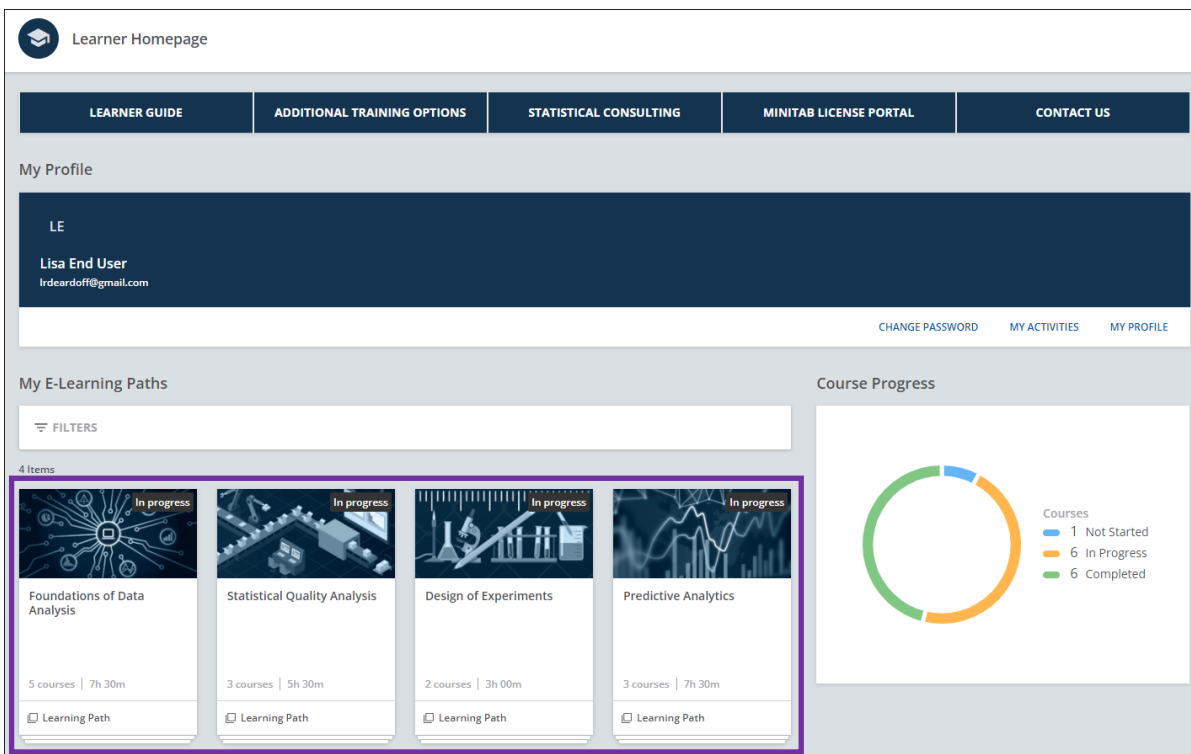
For a detailed, downloadable course outline, please visit Minitab.com.

- Select any **Learning Path** to read the description and view the corresponding courses.

- Select any **Course** tile to access that course.

- Inside each course, the **Course Details** and estimated **Course Duration** are located at the top of the screen.

- On the right side of the screen, you will see the table of contents listing the different **Sections**.

- Click the dropdown arrow of each **Section** to see the **Activities**.
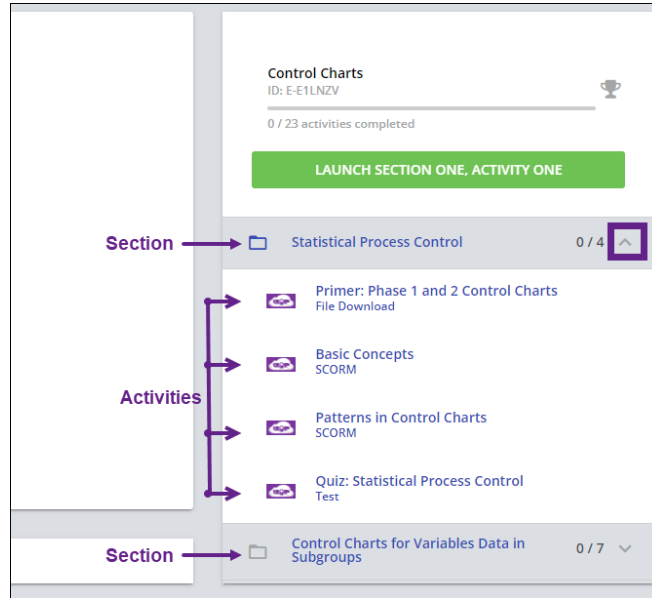
- Click an **Activity** to begin learning. Once complete, select the next activity to continue learning until all activities in all sections are complete.

- As activities are completed, the activities bar and total number of activities completed increases.
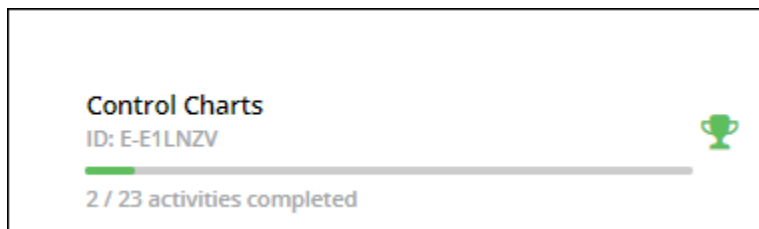

NOTE: Should the activities not display as complete after viewing the tutorial, turn off popup blockers in your browser.

- Activity Status
  - o Completed = green with check mark
  - o In Progress = orange with a check mark
  - o Not Started = purple
 - o Quiz Not Passed = red with an X

- The best practice for navigating through each course is to select each activity to view the content. You may also select the *Launch Section One, Activity One* button to launch the first activity in the course.
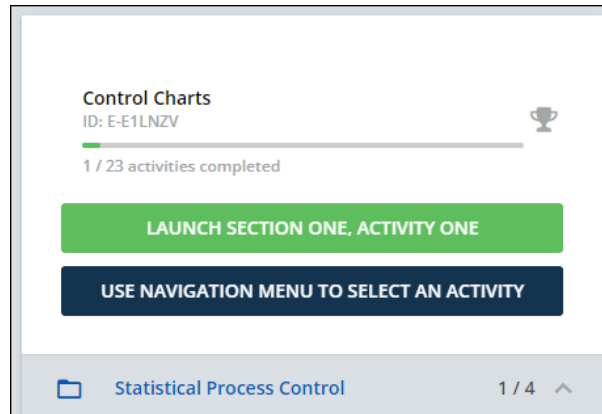

- The *Use Navigation Menu to Select an Activity* button appears once you've begun learning and is a reminder to manually select each activity.

Finding Content

When looking for specific content, use the Search bar feature at the top of the homepage. Learners can type in key words to help find activities that cover the preferred topic.
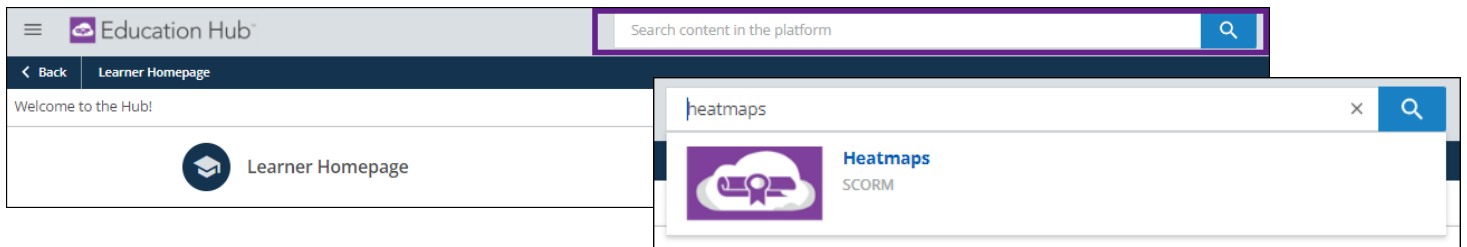
Some searches may pull multiple results. Select All Results to view a full list. Results may vary and be based on activity name, description, or if the topic searched is mentioned anywhere within a course.

Education Hub™
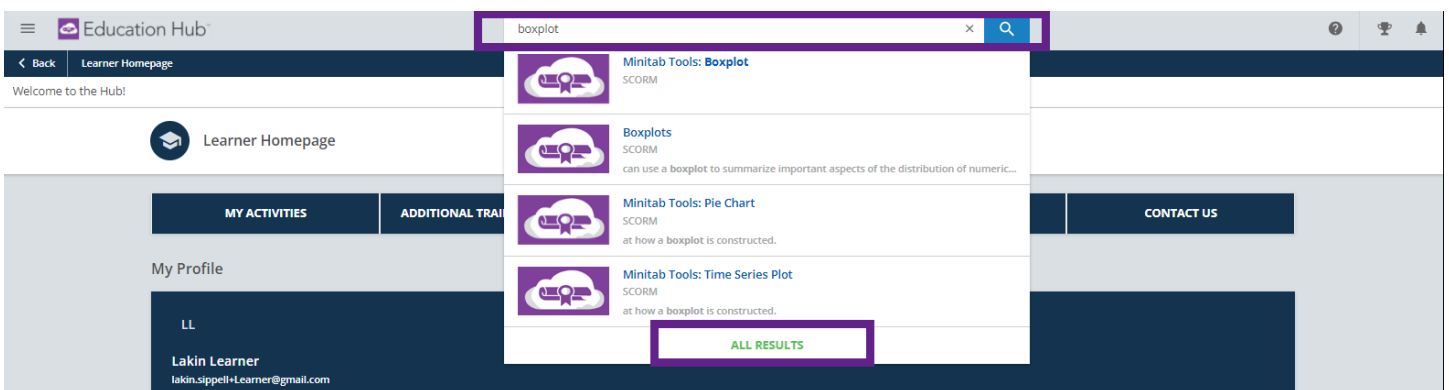
Earning Completion Badges and Certificates

- Learners are awarded a badge for each course that is completed.
    - Badges can be viewed in the My Activities section of the User Menu, under the Badges tab.

    - Badges can also be viewed via the Gamification icon in the upper right corner of the Hub.

- Once all courses in a Learning Path are complete, users are awarded a **Certificate of Completion**.
    - Certificates can be viewed and printed within the Learning Path itself, or

    - under the **User Menu** > **My Activities** > Learning Paths tab.
        - Click on the award icon to view and print a certificate.

- Example of Certificate of Completion:
  - o Credits are earned for each Learning Path completed. It is up to your work/school how these credits are used. Minitab does not offer Continuing Education Credits (CEU) directly.


My Activities

In addition to viewing Badges and Certificates in the My Activities section, Learners can see an overview of their learning experience with Statistics on progress, information on Courses, instructor-led training (ILT), and Learning Paths.

- To access this area:
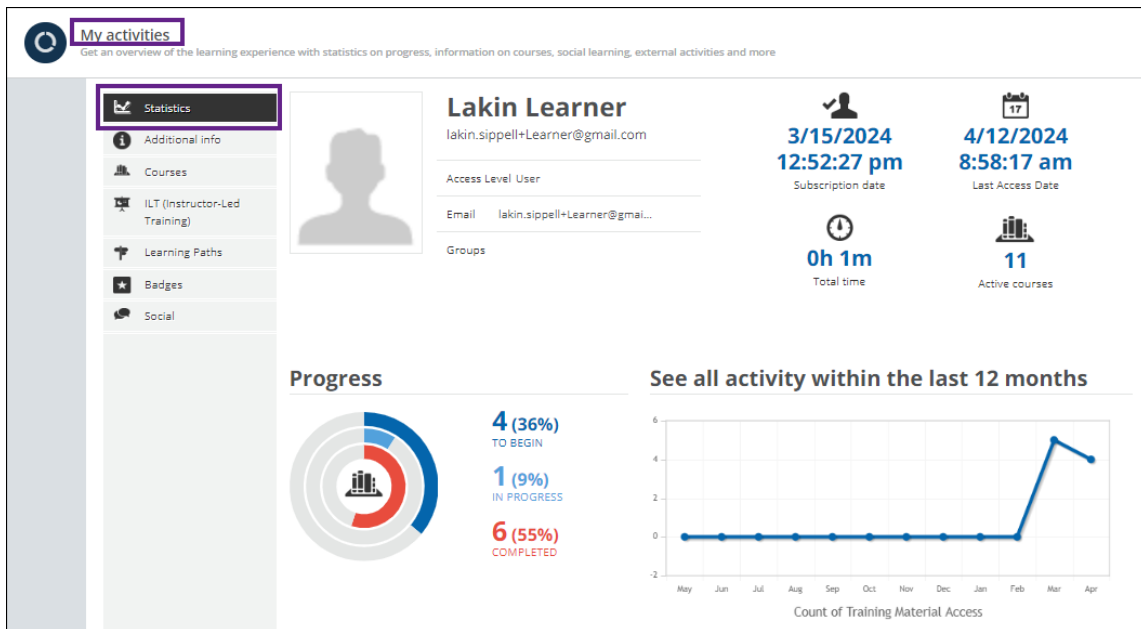 - o Navigate to the User Menu in the top left corner > My Activities *or*
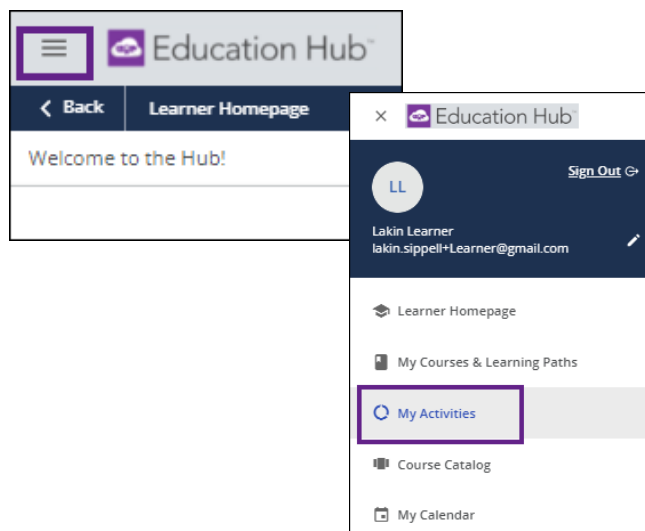
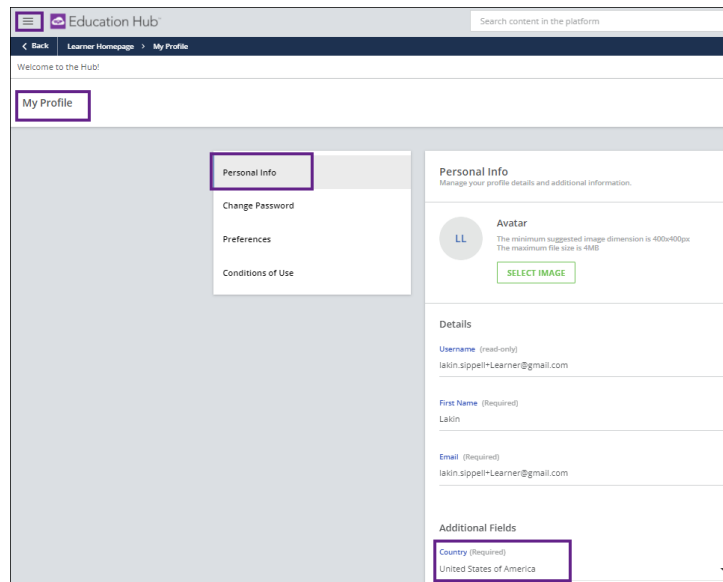- use the My Activities link on the Learner Homepage.
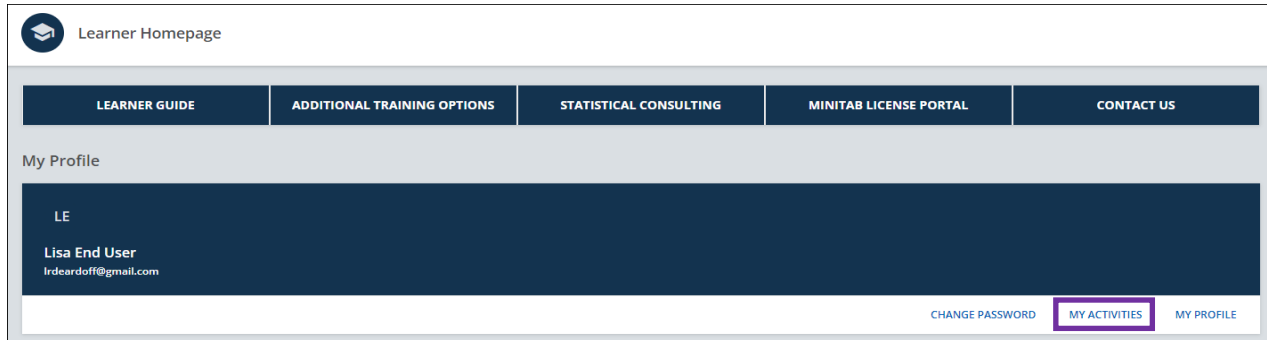
- Statistics
  - Scroll through the Statistics tab to get an understanding of general activity in the Education Hub.

- Additional Info
  - This section simply lists the Country selected under the My Profile area.

- Courses
  - View Course enrollments, the status of each course, enrollment date and completion date, as well as the overall course score.

    NOTE: The Score is calculated based on all quizzes in the Course. To see each individual quiz score, launch the Course itself and click the desired quiz from the dropdown navigation menu.

- ILT (Instructor-Led Training)
  - Any enrollments in Mintab's Virtual Instructor-Led Training will be visible in this section.
  - To view available courses, navigate to the User Menu > Course Catalog and scroll through the current Public Training courses.

    NOTE: Public Training is not included with your Education Hub subscription and must be purchased separately from [Minitab](#).

- Learning Paths
  - View Learning Path progress here as well as view and print completion certificates, as discussed previously in the Earning Completion Badges and Certificates section.

- Badges
  - See the Earning Completion Badges and Certificates section.

- Social
  - This is not currently a functional area within the Education Hub.